



To: Victor Ketellapper
From: Steven Paris
Date: March 8, 2005
Subject: FEBUARY 2005 MONTHLY STATUS REPORT

Task 1 – Scoping Meeting

Task Accomplishments

- There were no activities on this task during the reporting period.

Task Forecast

- No work is anticipated under this task in the future.

Issues

- No issues were identified during the meeting.

Task 2 – Monthly Reports

Task Accomplishments

- The subject report was prepared.

Task Forecast

- Monthly progress reports will be prepared until completion of the project.

Issues

- No issues were identified with this task this reporting period.

Task 3 – Fact Sheets

- No issues were identified with this task this reporting period.

Task Accomplishments

- Summit received a fact sheet in English from EPA. Summit translated the fact sheet into Spanish and provided to EPA for review. Summit received comments from EPA on February 28th. These comments were incorporated into the document and provided back to EPA for final review.



Task Forecast

- The fact sheets will be reproduced, inserted into labeled envelopes and sealed prior to delivery to EPA in early March.

Issues

- There are no issues on this task.

Task 4 – Newspaper Advertising

Task Accomplishments

- There were no activities on this task during the reporting period.

Task Forecast

- There were no activities scheduled for this task in March.

Issues

- Not applicable.

Task 5 – Stakeholder Action Plan

Task Accomplishments

- Data development
 - Continued contacting assessment participants with questions as necessary to clarify or elaborate on issues.
 - Responded to comments and inquiries of community stakeholders as appropriate.
- Data analysis
 - Continued coding data into lower order, more specific categories.
 - Continued developing 'analytical notes' and 'research and methodology journal' documents.
 - Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen.

Task Forecast

- Finalize in-depth analysis.
- Develop working outline for final report.



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- Develop additional data as necessary, e.g., contacting specific assessment participants to determine if their concerns about specific issues they perceived as problems at the time they completed the questionnaire survey and in-depth interview have since been allayed.
 - Request a modification of the subcontract with Summit Technical Resources to extend the contract and modify the budget if necessary.
 - Consult with the EPA Site Program Manager, including a final consultation under this contract.
 - Develop the final written report.

Issues

- Summit team has identified at least some issues that are sensitive from a political and interpersonal perspective of the relationships among some stakeholders. These will require some additional data development and discussion with the EPA Site Program Manager.
- Summit team has identified additional issues regarding 'problems' with the program and development of specific components, and their implementation that some assessment participants indicated they perceived that will require a second contact with the assessment participants to determine if they still view these issues as problems. Essentially, Summit have communicated some of these issues to the EPA Site Program Manager during the course of the Project, and actions have been taken to address them proactively and also just by the passage of time and progress in implementing specific portions of the program.
- In each of the cases above, the issue is to provide the EPA Site Program Manager results that are comprehensive, specific, and useful to his intent in having the assessment made, while at the same time addressing the issues in the final report in a sensitive manner that ideally facilitates the implementation process to progress positively and certainly does not facilitate unnecessary conflict. These issues are being worked through with the EPA Site Program Manager. Resolution of issues will require some additional time and budget resources than that originally proposed.

Task 6 – Revision of the Community Relations Plan

Task Accomplishments

- Summit personnel met with Jennifer Chergo/EPA to further discuss revisions to the CIP text and appendices.
- Summit continued with revisions to the document.

Task Forecast

- SUMMIT will transmit revised Section 2, 3, 4, and 5 of the CIP to EPA.

Issues

- Task 6, Revise CRA (CIP) is currently 102% spent.



Project Costs

EPA VB/I70 Ph 2		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Meeting	\$1,130	434.04
	Task 2 Monthly Reports	\$2,194	\$972.60
	Task 3 Fact Sheets	\$17,476	\$9,047.10
	Task 4 Advertising	\$8,048	\$1,662
	Task 5 Stake Act Plan	\$28,577	\$22,869.90
	Task 6 Rev CRA	\$7,499	\$7,620.56
	Total EPA VB/I70 Ph 2	\$64,923	\$42,606.20

Costs reported as of 2/27/05